

19 AUGUST 1994



Personnel

**VOLUNTARY EXTENDED ACTIVE DUTY
(EAD) FOR AIR RESERVE COMMISSIONED
OFFICERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction explains how officers of the Air National Guard of the United States (ANGUS) and United States Air Force Reserve (USAFR) enter on voluntary extended active duty (EAD). It doesn't apply to officers applying for active duty training (ADT); volunteering for EAD in support of contingencies or "code-named" operations; active duty under Title 10, United States Code (U.S.C.), Sections 265, 678, 8021, 8496, or Title 32, U.S.C., Section 708; or to graduates of Air Force Reserve Officer Training Corps (AFROTC) for their initial tour of EAD, except for the grade in which they will be ordered to active duty. It interfaces with Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*, and implements Department of Defense (DoD) Directives 1312.2, 4 October 1989; 1312.3, 22 October 1985; and 1320.7, 29 September 1993. Contingencies or war do not change the requirements in this instruction.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, U.S.C., Section 8013. System of Records Notice F035 AF MP R, *Application for Appointment and Extended Active Duty Files*, applies. See **Attachment 1** for the Glossary of References, Acronyms, Terms and Addresses.

SUMMARY OF REVISIONS

This is the first publication of Air Force Instruction (AFI) 36-2008, substantially revising Air Force Regulation (AFR) 45-26. It rescinds AF Form 320, **Recall Assessment Sheet**. It adds instructions formerly in AFR 10-7 for issuing voluntary EAD orders and updates organizations, office symbols and procedures and deletes excess information. It deletes the table of documents required for EAD applications, which is now in paragraph form, and the Expanded Recall Program. It also deletes the requirement that chaplains complete two years of post seminary ministry experience before beginning EAD.

Section A	General Information	3
1.	Statutory Authority.	3
2.	Purpose.	3
3.	EAD Restrictions:	3
Section B	Responsibilities	3
4.	HQ USAF, AFMPC, and HQ ARPC.	3
5.	HQ USAF:	3
6.	AFMPC:	4
7.	HQ ARPC:	4
Section C	Entering EAD: Eligibility Criteria and Other Information	4
8.	Eligibility Criteria.	4
9.	Determining Grade for EAD Entry.	6
10.	Grade Restrictions.	6
11.	Determining Entry Grade Credit.	6
12.	Passing the Physical.	6
13.	Recalling Retired Officers to EAD.	7
14.	Limited Period Call to EAD.	7
Section D	Application Procedures and EAD Orders	7
15.	Documenting EAD Applications.	7
16.	EAD Orders.	8
17.	Withdrawing From, Declining, or Postponing EAD.	8
Table 1.	Grade in Which Ordered to EAD.	9
Table 2.	Length of EAD Tour.	11
Table 3.	Submitting and Processing Applications For EAD.	13
Table 4.	Who Publishes EAD Orders.	15
Attachment 1—GLOSSARY OF REFERENCES, ACRONYMS, AND TERMS		16
Attachment 2—PUBLISHING, ISSUING, CHANGING, AND DISTRIBUTING EAD ORDERS		19

Section A—General Information

1. Statutory Authority. Title 10, U.S.C., Sections 672(d) and 689 and Title 50, U.S.C., Appendix 456.

2. Purpose. ANGUS and USAFR officers may be ordered to voluntary EAD to help meet active force requirements for trained, career-oriented Reserve officers in particular grades and skills.

3. EAD Restrictions:

3.1. You may not order an officer to EAD:

- For court-martial.
- As a witness in a military trial.
- To complete an unfinished project.
- To correct an error committed during a previous EAD tour.
- To appear before a physical evaluation board.
- To qualify for retirement or promotion benefits.
- To increase retirement pay or benefits.
- If pending discharge under directives for non-EAD personnel.

3.2. You may not order ANGUS or USAFR officers serving specified tours of duty to voluntary EAD until they complete that service, unless the proper authority waives this requirement. Send waiver requests:

- For ANGUS officers to ANGRC/DPM (Air National Guard Readiness Center).
- For USAFR officers to HQ AFRES/DPR (HQ Air Force Reserve, Assignments/Career Motivation Division) for forwarding to HQ USAF/REP (Office of Air Force Reserve, Personnel Division).
- For individual mobilization augmentees (IMA) to HQ ARPC/DR (Directorate of Individual Reserve Programs for forwarding to HQ USAF/REP).

Section B—Responsibilities

4. HQ USAF, AFMPC, and HQ ARPC. These offices tell applicants whether they have been accepted, publish EAD orders, and process accessions to Personnel Data Systems (PDS).

5. HQ USAF:

- HQ USAF/DPX (Personnel Policy Directorate) authorizes recall programs and sets criteria.
- HQ USAF/JA (The Judge Advocate General) selects and assigns Reserve judge advocates (lieutenant colonel and below) to fill active duty requirements.
- HQ USAF/HCS (Chaplain Support Element) selects and assigns Reserve chaplains to fill active duty requirements.
- HQ USAF/DPOB (Colonel's Group) selects and assigns Reserve colonels to fill active duty needs when the colonels ask for recall from retirement and limited period call to EAD.

6. AFMPC:

- HQ AFMPC/DPMAP0 (Officer Procurement Branch):
 - Announces recall programs.
 - Selects Reserve Line of the Air Force (LAF) officers (lieutenant colonel and below) to fill active duty needs. HQ AFMPC/CC (Commander) may delegate this authority to HQ ARPC/DP (Directorate of Personnel).
 - Tracks assignments for the officers it selects for EAD.
- HQ AFMPC/DPMRO/DPMRS (Operations/Mission Support Officer Assignment Divisions) provide assignment instructions to HQ AFMPC/DPMAP0 for LAF officers (lieutenant colonels and below) selected for recall to EAD.
- HQ AFMPC/DPM (Medical Service Management Directorate):
 - Selects and assigns Reserve medical service officers to fill active duty needs.
 - Determines the entry grade credit for all Reserve medical service officers recalled to EAD.

7. HQ ARPC:

- ARPC/DPRB (Appointments Branch):
 - Reviews the master personnel records (MPerR) to determine the applicant's EAD eligibility.
 - Notifies ineligible applicants and explains why they are ineligible.
 - Sends HQ AFMPC/DPMAP0 a list of eligible officers who were not chosen for EAD if authorized to select Reserve LAF officers to fill active needs in accordance with paragraph 6.
- ARPC/DPRC (Special Programs Branch) suspends from flying any USAFR officer recalled in a nonrated specialty according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges* (formerly AFR 60-13).

Section C—Entering EAD: Eligibility Criteria and Other Information

8. Eligibility Criteria.

8.1. Basic Requirements. To apply for EAD you must:

- Be an Air Reserve Component (ARC) officer.
- Have at least a bachelor's degree or the professional equivalent for your specialty. Read the following sections for specific criteria for medical service personnel, judge advocates, and chaplains.
- Qualify for active duty retirement before completing 28 years and 30 days of total federal commissioned service and before reaching age 60 (except for medical service officers and chaplains).
- Physically qualify for active service.
- Have a favorable Entrance National Agency Check (ENTNAC) or National Agency Check (NAC). Refer to AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air*

Force (Temporary), (formerly AFR 36-15) for NAC requirements. Refer to AFI 31-501, *Personnel Security Program Management* (formerly AFR 205-32) for all other clearances.

- Agree to serve the period of EAD shown in **Table 2**. Indicate your agreement in the appropriate block under item 14 of AF Form 125, **Application for Extended Active Duty with the United States Air Force**.
- Not be in a deferred promotion status or have separated from active duty with any branch of service for any of the following reasons:
 - At the discretion of the service Secretary.
 - Nonselection for promotion.
 - Not further continued on active duty.
 - Strength reduction with or without Voluntary Separation Incentive (VSI) or Special Separations Benefit (SSB) pay.
 - Termination of active status.
 - After sentence to dismissal.
 - Failed to complete flying or technical training.
 - Nonselection for Regular Air Force.
 - Nonselection for Conditional Reserve Status.
- Not be an ARC member on active duty training attending undergraduate pilot or navigator training.

8.1.1. Nurses: You must:

- Have a diploma from a nursing school accredited by the National League of Nursing or another state professional agency recognized by the US Department of Education.
- Get the approval of the HQ USAF Surgeon General (SG).
- Have a bachelor's degree in nursing or an allied health science.

8.1.2. Health Service Administrators. You must have either:

- A master's degree in health service administration accredited by the Accrediting Commission on Education for Health Service Administrators (ACEHSA), business administration or the equivalent.
- Or a bachelor's degree (with exceptional credentials) in one or more of these areas:
 - Accounting.
 - Architecture.
 - Business Administration.
 - Computer Science.
 - Economics.
 - Engineering.
 - Finance.
 - Health Care.
 - Health Planning.

- Information Systems.
- Marketing.
- Management.
- Public Administration.

8.1.3. Judge Advocates. You must:

- Have a law degree from a law school accredited by the American Bar Association.
- Be admitted to practice law before the bar of a federal court or the highest court of a state.

8.1.4. Chaplains. You must have the approval of the appropriate ecclesiastical endorsing agency.

8.1.5. Special Retirement Criteria for Medical Service Officers and Chaplains. If you don't qualify for retirement, you may voluntarily enter EAD if:

- You acknowledge in writing, that you can't stay on EAD until retirement.
- The HQ AFMPC/CC (or designee) approves.

9. Determining Grade for EAD Entry. Reserve officers are ordered to active duty in their Reserve grades unless the criteria shown in **Table 1**, entitle them to higher grades. Determine current grade date of rank (CGDOR) according to AFI 36-2604, *Service Dates and Dates of Rank* (formerly AFR 35-3).

10. Grade Restrictions. Approval of the Secretary of the Air Force is required to enter EAD at a grade above major. *EXCEPTION:* HQ AFMPC/DPMM may approve EAD entry in the grade of lieutenant colonel for medical officers in an approved specialty that has a staffing shortage. HQ AFMPC/DPMM gets Senate confirmation before appointing medical officers to EAD as lieutenant colonels. Until confirmed by the Senate, medical officers otherwise qualified for the grade of lieutenant colonel receive the grade of major.

11. Determining Entry Grade Credit.

11.1. Calculating Service Credit. Add the time between when an officer accepted the EAD appointment (see AFI 36-2005) and actually started EAD to the total commissioned service.

11.2. Adding Partial Credits. Add any partial credit according to these guidelines:

- Medical and dental officers get credit for all active commissioned time served (year-for-year).
- Chaplains get credit for active commissioned status not on EAD one-to-one up to 1 year.
- Calculate commissioned service on EAD on a year-for-year basis for officers other than chaplains in **Table 1**, rules 7 through 10. Calculate active commissioned status other than EAD as 1/2 year for each year.
- An officer, designated as a judge advocate or assigned as a legal officer in the Air Force General Counsel's Honors Program who was appointed first lieutenant after 26 January 1982 with total service credit equal to at least 36 months, but less than 42 months gets additional service credit to equal 42 months on EAD date.

12. Passing the Physical. You must be physically fit for EAD. See the details in AFI 48-123, *Medical Examination and Medical Standards* (formerly AFR 160-43).

12.1. Applicants receive word that they must take a medical examination. The orders issuing activities explain the entire process of what happens if they are tentatively accepted for EAD, including that the government will not pay for travel expenses.

12.2. Applicants on active duty arrange for the examinations at their own installations. If they are not on active duty, they can take the physicals at any Air Force installation with appropriate medical facilities. If flying status is not involved, they can also take the physicals at a Military Entrance Processing Station (Recruiting Office), or at an Army or Navy medical facility.

13. Recalling Retired Officers to EAD.

13.1. Permanently Retired Officers. The Air Force will not recall to EAD any officer who permanently retired for physical disability. If the officer retires for other than a physical reason, a waiver may occasionally be given if the Air Force needs the retiree's special skills. In such cases, the Air Force limits EAD to the minimum time needed to complete the specific assignment or to train another officer to do the job. If you are requesting this kind of waiver, include a full justification.

13.2. Temporarily Disabled Retired Officers. Officers who were on the temporary disability retired list (TDRL) and are now physically able to continue military service may usually return to EAD. In such cases, recall depends on the needs of the Air Force when the officer becomes available. The Air Force usually does not recall from TDRL officers serving in a deferred promotion status.

14. Limited Period Call to EAD. The Air Force may call an ARC LAF officer to EAD for up to 4 years to fill a unique assignment. In such cases, the Air Force limits EAD to the minimum time needed to complete the specific assignment or to train another officer to do the job. Initial tours are usually no more than 2 years. Extensions are given on a case-by-case basis. Coordinate requests for limited period EAD through HQ AFMPC/DPMR (Directorate of Assignments) to confirm that no officer currently on active duty can do that particular job. Include full justification.

Section D—Application Procedures and EAD Orders

15. Documenting EAD Applications.

15.1. All Applicants. Complete two copies of AF Form 125 and attach all documents to it. If you changed your name (through marriage, court order, etc.), include whatever documents prove the change. (*EXCEPTION:* Apply for direct EAD appointment with immediate entry on AF Form 24, **Application for Appointment as Reserves of the Air Force or USAF Without Component** (AFI 36-2005).

15.2. Chaplains. Forward a letter to HQ USAF/HCS (Chief of Chaplains, Chaplain Support Element) from the appropriate ecclesiastical endorsing agency approving your entry to EAD.

15.3. Judge Advocate General (JAG) Applicants. Include documents that prove you have been admitted to practice law before the bar of a federal court or the highest court of a state in addition to all documents required by AFI 51-101, *Judge Advocate Accession Program* (formerly AFR 36-7).

15.4. LAF Officers. Include a brief biography summarizing your military service including active, ANGUS, and USAFR. Attach a resume detailing all periods of employment and unemployment since your release from EAD.

15.5. Submitting and Processing Applications. Table 3. provides rules for submitting and processing applications. The AF Form 125 is maintained in the MPerR.

16. EAD Orders. The appropriate orders-issuing activity (Table 4.) publishes, corrects, amends, rescinds, or revokes EAD orders. Refer to Attachment 2 .

17. Withdrawing From, Declining, or Postponing EAD.

17.1. Declining EAD. If you volunteer for EAD but change your mind, you can decline EAD without penalty anytime before you actually are selected, if you are not obligated to serve on EAD.

17.1.1. Declining During the Grace Period. You have 14 calendar days (grace period) after you are selected for EAD to accept or decline it. If you decline it during that period, you accrue no penalty except that you may be denied EAD for one year from that date.

17.1.2. Declining or Withdrawing for Other Reasons. If you did not decline during the 14-day grace period (see paragraph 17.1.1.), you may *not* withdraw your application subsequently except for extreme personal hardship that did not exist during the 14-day grace period. If the approving authority believes that your hardship is valid, they may postpone or cancel your EAD. **CAUTION:** If you try to withdraw from EAD and can't prove extreme personal hardship, you may be discharged under AFI 36-3209, *Separation Procedures for Air Force Reserve Members* (formerly AFR 35-41).

17.2. Postponing EAD. You can defer your EAD entry date or withdraw your application without penalty if you are on an approved promotion list with an effective date of promotion after the scheduled EAD date.

Table 1. Grade in Which Ordered to EAD.

R	A	B	C
U L E	If officer is	and Entry Grade Credit (see note 1)	EAD grade will be
1	Reserve LAF officer	(not applicable)	Reserve grade (see note 2).
2	designated as a Chaplain, JA, Medical Corps (MC), Dental Corps (DC), Nurse Corps (NC), Biomedical Sciences Corps (BSC), or Medical Service Corps (MSC) officer	does not authorize a higher grade under rules 3 through 10	
3	designated as a MC or DC officer	is less than 10 years	Captain.
4		is 10 or more but fewer than 16 years	Major.
5		is 16 or more but fewer than 22 years	Lieutenant colonel (see note 2).
6		is 22 years or more	Colonel (see note 2).
7	designated as a Chaplain, JA, NC, BSC, or MSC officer, or assigned as an attorney in the Air Force General Counsel's Honors Program (see note 3)	is less than 2 years	Reserve grade.
8		is 2 or more but fewer than 4 years	First lieutenant.
9		is 4 years or more but fewer than the junior due course major in the relevant competitive category as of the effective date of EAD (see note 4)	Captain.
10		more than the junior due course major as of the effective date of EAD (see note 4)	Major (see note 5).

NOTES:

- Attachment 1 explains entry grade credit. Paragraph 11 of this instruction tells how to compute it.
- For entry of EAD in the grades of lieutenant colonel and colonel, see paragraph 10 of this instruction.
- The following officers enter EAD as first lieutenants and CGDOR is effective date of EAD:
 - JA officers.
 - Officers assigned to the Air Force General Counsel's Honors Program.
- Attachment 1 defines due course officer. HQ AFMPC/DPMMUF (Force Management Branch) determines entry grade credit for NC, BSC, and MSC officers who enter EAD under rules 9 and 10.

5. A Reserve lieutenant colonel or above enters EAD in the grade held. Entry on EAD as lieutenant colonel or above requires Secretary of the Air Force (or designee) approval (see **10.** of this instruction).

Table 2. Length of EAD Tour.

R	A	B	C	D
U L E	If applicant's category is	and applicant is	and applicant has	the officer must serve
1	Air Force Medical Service	physician or dentist (other than rule 5)	no prior service as a physician or dentist	at least 3 years of AD plus any additional Active Duty Service Commitment (ADSC) incurred under AFI 36-2107, <i>Active Duty Service Commitments</i> (formerly AFR 36-51) (see note 1).
2			prior service as a physician or dentist	at least 4 years of AD plus any additional ADSC incurred under AFI 36-2107 (see note 1).
3		nurse, BSC, or MSC officer (other than rule 5)	no prior service	at least 3 years of AD plus any additional ADSC incurred under AFI 36-2107.
4			prior service	at least 4 years of AD plus any additional ADSC incurred under AFI 36-2107.
5		ordered to duty under paragraph 13.		for the period agreed on as part of the application.
6	LAF	appointed under AFI 36-2005 to fill a specific Active Duty (AD) requirement	no prior service or with prior service	for the period agreed on as part of the application for appointment and immediate entry on EAD.
7		ordered to duty under paragraph 13	prior service	for the period agreed on as part of the application.
8		ordered to duty under paragraph 14.	no prior service or with prior service	
9		other than rules 6, 7, and 8	no prior service or with prior service (see note 2)	at least 4 years AD plus any additional ADSC incurred under AFI 36-2107.
10	JAG or General Counsel's Honor's	appointed under AFI 36-2005 or ordered to duty under this instruction (other than rule 11)	no prior service or with prior service	

11		ordered to duty under paragraph 13 .	prior service	for the period agreed on as part of the application.
12	Chaplain	appointed under AFI 36-2005 or ordered to duty under this instruction (other than rule 13)	no prior service or with prior service	3 years.
13		ordered to duty under paragraph 13 .	prior service	for the period agreed on as part of the application.

NOTES:

1. HQ AFMPC/DPMM may approve tours of 2 to 4 years in the best interests of the Air Force.
2. Officers may enter EAD in Conditional Reserve Status (CRS) if they qualify for captain and active duty retirement on or before mandatory release from EAD and are eligible for a Regular Air Force appointment. Otherwise, a proper date of separation (DOS) will be established.

Table 3. Submitting and Processing Applications For EAD.

R	A	B	C
U L E	If the applicant is	submit the application to	who
1	USAFR IMA or ART assigned to and trained by a major command (MAJCOM)	Commander of assigned unit (see notes 1 and 2)	recommends approval or disapproval and sends it to the servicing Military Personnel Flight (MPF) for processing to HQ ARPC/ DPRB. ARPC approves or disapproves within quotas, criteria, and approval authority. HQ AFMPC/ DPMAPPO provides or sends to approval authority, as appropriate
2	USAFR officer on EAD as an airman	Commander of assigned unit	
3	USAFR officer assigned to a category A training unit	Commander of assigned unit (see notes 1 and 2)	recommends approval or disapproval and sends it to HQ ARPC/DPRB.
4	retired for reasons other than permanent disability	appropriate functional manager (see note 3)	processes for Secretarial determination (see note 4).
5	ARC LAF officer applying for limited period call to EAD under paragraph 14.	HQ USAF/DPOB (for Reserve LAF colonels) and HQ AFMPC/ DPMAPPO (for Reserve LAF officers lieutenant colonel and below)	approves or disapproves.
6	Medical service officer (other than in rules 1 through 4)	HQ AFRS/RSHO	has approval authority (see note 5).
7	Chaplain (other than in rules 1 through 4)	HQ USAF/HCS	has approval authority (see note 6).
8	JA(other than in rules 1 through 4)	HQ USAF/JAX	has approval authority (see note 7).
9	USAFR officer (other than in rules 1 through 8)	HQ ARPC/DPRB	approves or disapproves within quotas, criteria, and approval authority. HQ AFMPC/DPMAPPO provides or sends it to approval authority, as appropriate.

10	ANGUS LAF officer	Adjutant general of the state, through channels, for consideration	recommends approval and sends it to ANGRC/DPM, or disapproves and returns it through channels. ANGRC/DPM recommends approval and sends it to HQ ARPC/ DPRB or disapproves and returns it through channels. ARPC approves or disapproves within quotas, criteria, and approval authority. HQ AFMPC/DPMAPPO provides or sends it to approval authority, as appropriate. ARPC returns disapprovals to ANGRC/DPM.
11	ANGUS officer in a promotion category other than LAF	Adjutant general of the state, through channels, for consideration	recommends approval, sends it to HQ AFMPC/DPMMUF, HQ USAF/HCS or JAX, as appropriate, for approval or disapproval, or disapproves and returns through channels. HQ AFMPC/DPMMUF, HQ USAF/HCS or JAX, as appropriate, returns disapproval actions to ANGRC/DPM (see notes 5, 6, & 7).

NOTES:

1. Report any change in status that might affect an applicant's entry on EAD through channels to HQ ARPC/DPRB.
2. Unit commander's recommendation must include a summary of performance from the close-out date of the last officer performance report (OPR) through the date of recommendation.
3. Functional managers are:
 - HQ USAF/DPOB for Reserve colonels.
 - HQ AFMPC/DPMAPPO for Reserve LAF lieutenant colonels and below.
 - HQ USAF/JAX for judge advocate lieutenant colonels and below.
 - HQ AFMPC/DPMM for medical service lieutenant colonels and below.
 - HQ USAF/HCS for chaplain lieutenant colonels and below.
4. The appropriate functional manager has disapproval authority.
5. HQ AFMPC/DPMMUF or HQ AF Recruiting Service, Operations Support Division, Directorate of Health Profession Recruiting (HQ AFRS/RSHO), may approve EAD for medical service majors and below. HQ AFMPC/DPMM may approve giving the EAD rank of lieutenant colonel for medical officers in an approved specialty that has a staffing shortage (see paragraph 10.). You must get AFMPC/CC (or designee) approval before assigning a grade higher than major to medical officers.
6. Chaplains may enter EAD with the grade of captain or below with HQ USAF/HCS approval. You must get HQ AFMPC/CC (or designee) approval before assigning a grade higher than captain to chaplains.
7. HQ USAF/JAX may approve judge advocates to enter EAD with the grade of major or below. You must get HQ AFMPC/CC (or designee) approval before assigning a grade higher than major to judge advocates.

Table 4. Who Publishes EAD Orders.

R	A	B	C
U L E	If the officer is	and is	then orders are published by
1	an ANGUS LAF officer	any status	HQ AFMPC/DPMAP0 (lieutenant colonels and below); HQ USAF/DPOB (colonels).
2	a USAFR LAF officer or chaplain	enlisted and on EAD	MAJCOM to which assigned in enlisted status, or by an authorized unit when AFMPC so requests.
3		in the Retired Reserve	HQ AFMPC/DPMAP0 (lieutenant colonels and
4		in a Status other than in rule 2	below); HQ USAF/DPOB (colonels).
5	a Medical Service officer (ANGUS or USAFR)	in any status	HQ AFMPC/DPMMUF.
6	a chaplain (ANGUS or USAFR)		HQ USAF/HCS.
7	a JA (ANGUS or USAFR)		HQ USAF/JAX.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES, ACRONYMS, AND TERMS

References

Title 10, United States Code, Sections 603, 672(d), 689 and 8911

Title 50, United States Code, Appendix 456

DoD Directives 1312.2, 4 October 1989; 1312.3, 22 October 1985; 1320.7, 29 September 1993.

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment

AFMPC—Air Force Military Personnel Center

ANGRC—Air National Guard Readiness Center

ANGUS—Air National Guard of the United States

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

BSC—Biomedical Sciences Corps

CGDOR—Current Grade Date of Rank

DC—Dental Corps

DoD—Department of Defense

EAD—Extended Active Duty

HQ—Headquarters

IMA—Individual Mobilization Augmentee

JAG—Judge Advocate General

LAF—Line of the Air Force

MAJCOM—Major Command

MC—Medical Corps

MPerR—Master Personnel Record

MPF—Military Personnel Flight

MSC—Medical Service Corps

NAC—National Agency Check

NC—Nurse Corps

TDRL—Temporary Disability Retired List

TDY—Temporary Duty

USAFR—United States Air Force Reserve

U.S.C.—United States Code

Terms

Air Reserve Components (ARC)—All units, organizations, and members of the ANGUS and the USAFR.

Due Course Officer—An officer who was selected for promotion, considered each time in the primary zone, and was never selected for promotion from below the zone.

Entry Grade Credit—For other than LAF officers, entry grade credit determines the entry grade for EAD and the CGDOR to which the officer is entitled at time of entry. Entry grade credit equals the total service credit awarded according to AFI 36-2005 plus any additional credit authorized in paragraph 11. of this instruction.

Extended Active Duty (EAD)--(Defined only as it applies to this AFI)—A tour of active duty (normally more than 90 days) by a member of the ARC. Strength accountability for persons on EAD changes from the ARC to the active force. Members do not receive credit for active duty training and active duty in a service academy or armed forces preparatory school.

Limited Period Call to EAD—A limited tour of EAD (4 years or fewer) to allow an ARC LAF officer with unique experience to fill an active duty billet when the position cannot be filled by a qualified active duty officer. Process requests according to paragraph 14. of this instruction.

Medical Service Officers—Officers of the Medical Corps (MC), Dental Corps (DC), Nurse Corps (NC), Medical Service Corps (MSC), and Biomedical Sciences Corps (BSC).

Physicians Redeferralment Program—A program that allows physicians to pursue specialty training in civilian institutions, at their own expense, and then return to active duty to complete a service obligation. AFCAT 36-2223, *US Air Force Formal Schools* (formerly AFR 50-5) contains procedures for the program.

Prior Service—For this instruction, prior service means having previously served on EAD in commissioned status.

Recall—The voluntary entry on EAD of ARC officers who have previously served on EAD as commissioned officers.

Voluntary Reserve Officer Recall Program—A program designed to allow ARC officers who have previously served on EAD as commissioned officers to apply for voluntary entry on EAD.

Addresses

ANGRC/DPM
3500 Fetchet Ave
Andrews AFB MD 20331-5157

HQ AFMPC/DPMPO
550 C Street West, Suite 10
Randolph AFB TX 78150-4712

HQ AFMPC/DPMMUF
550 C Street West, Suite 27
Randolph AFB TX 78150-4729

HQ AFRES/DPR
155 2nd St
Robins AFB GA 31098-1635

HQ ARPC/DPRB
6760 E. Irvington PL #2200
Denver CO 80280-2200

HQ ARPC/DR
6760 E. Irvington PL #3000
Denver CO 80280-3000

HQ USAF/DPOB
1040 Air Force Pentagon
Washington DC 20330-1040

HQ USAF/HCS
172 Luke Ave
Bolling AFB DC 20332-5113

HQ USAF/JAX
1420 Air Force Pentagon
Washington DC 20330-1420

HQ USAF/REP
1150 Air Force Pentagon
Washington DC 20330-1150

HQ AFRS/RSHO
550 D Street West, Suite 01
Randolph AFB TX 78150-4527

Attachment 2

PUBLISHING, ISSUING, CHANGING, AND DISTRIBUTING EAD ORDERS

A2.1. Publishing Orders.

A2.1.1. Before publishing EAD orders, review the officers' MPerR to ensure they meet eligibility criteria (paragraph 8.). Give the officers at least 30 days' advance notice unless they waive the requirement on AF Form 125.

A2.1.2. Arrange each fiscal year's orders chronologically starting with number one. Number in a single series, for example (AGA)- 01.

A2.1.3. Authenticate orders, then copy and distribute them.

A2.2. Writing and Issuing Orders. Issue AF Form 766, **Extended Active Duty Order**, or write out an order, to announce the call to EAD.

A2.2.1. Enter the following statements on all EAD orders:

- "Permanent change of station. Travel as directed is necessary in the military service."
- "Pursuant to AFI 32-6001, *Housing Management* (formerly AFR 90-1) you will report to the Base Housing Referral Office serving your new duty station before entering into any rental, lease, or purchase agreement for off-base housing. This order cannot be amended to change the place from which you are ordered to EAD after the indicated effective date of duty. Therefore, if it becomes necessary to change your present location and address before your effective date of duty, notify (insert orders issuing activity/address), in writing, so that amended orders can be published and forwarded to your new address."
- "Nontemporary storage and/or shipment of household goods is authorized as soon as the member receives this order."
- "By direction of the President."

A2.2.2. Include these items:

- Grade, name, and SSN.
- Component, USAFR, or ANGUS.
- Aeronautical rating or designation, as authorized by AFI 11-402.
- Flying status.
- Effective date of Reserve appointment.
- Home of record as determined from JFTR, volume 1, appendix J.
- Place from which the member is ordered to active duty as determined from JFTR, volume 1, appendix J.
- Indicate the primary or additional Air Force Specialty Code (AFSC) that the individual must acquire before entering EAD if the individual's first assignment (Temporary Duty (TDY) en route to EAD) is training. State: "Duration of course is (number) weeks; (course title and number, as applicable)." If the school or course of instruction doesn't have a course title and number, state: "This is a course of instruction."

- A statement that the officer "is ordered to EAD voluntarily," according to Title 10, U.S.C., Section 672(d). Include the duration of tour in months. If the tour is for a specified period, indicate how long. Otherwise, state that the tour is "indefinite" "unless sooner relieved."
- Appointment to temporary grade, if authorized according to Title 10, U.S.C. Section 603.
- Accession Designation Number (ADN).
- Reserve unit, major command, and address of the unit from which the member is relieved, and termination of Reserve attachment, if appropriate.
- Unit, major command, address, and PAS of the unit to which the member is assigned. Give purpose of assignment if other than for duty (for example, for attending a course of instruction).
- Duty station, if different from station of assignment.
- Information on any TDY en route, including number of days, location, and purpose.
- If TDY en route is involved, reporting hours and dates to TDY locations.
- Unit and station, if officer is being attached to a unit, and give specific purpose of attachment.
- Effective date of duty.
- A statement directing the member to proceed to his or her duty station or TDY station on effective date of duty. When the member is assigned within Continental United States (CONUS), indicate a reporting date no later than the date the member is to report to the commander of the unit of assignment.
- Include information on forwarding Field Record Group for any required special handling. When individuals are ordered to EAD with TDY en route to permanent duty station, indicate that the overseas processing unit or school unit must complete and forward the military service record to the permanent unit of assignment according to AFI 36-2608, *Military Personnel Records Systems* (formerly AFR 35-44).
- The security clearance and investigative basis (type and date completed) when available, that is, SECRET, NAC, January 1989.
- For authority, assignment action number.
- Accession and nontemporary storage accounting classification; transportation account code (TAC) and customer identification code (CIC), when applicable according to AFI 65-601, *US Air Force Budget Policies and Procedures* (formerly AFR 172-1). Just after the accession accounting classification include: (insert M for member, D for dependent, H for HHG (GB/L)). Include the proper accounting classification for TDY travel, if necessary.
- Mode of transportation, if one is directed. If travel by privately owned conveyance (POC) is permitted, indicate the number of days authorized for travel. Compute travel time by privately owned vehicle (POV) to first duty station according to DoDPM, **Table 1**.table 1-2-4.

A2.3. Changing Orders.

A2.3.1. Use AF Form 973, **Request and Authorization for Change of Administrative Orders**, to amend, rescind, or revoke an order, or write an order if the forms are not practical.

A2.3.2. When you amend, rescind, or revoke an order, publish these changes in the same series as the original order. The organization that first publishes an order may amend, rescind, or revoke it.

A2.4. Distributing Orders.

A2.4.1. The issuing organization distributes orders by the first working day after publication. Send one copy with Standard Form 88, Report of Medical Examination, to HQ ARPC/DPRB, for filing in the member's MPerR. Send one copy for each ANGUS officer to ANGRC/DPM.

A2.4.2. In addition, distribute at least:

- Ten copies to the member.
- Two copies to each unit named in the order.
- One copy to each major command named in the order.
- Five copies to each servicing MPF of the unit named in the order.
- One copy to the officer's MPerR custodian.
- One copy to any other activities as deemed appropriate by the orders-issuing activity.